



Teen Leadership Board "Giving Back" Fund

Call for Teen Proposals

Programs, Trips, Projects or Special Events

Make Your Idea a Reality
Apply for a Teen Grant Now!

Applications Deadline **Extended! Tuesday, January 21, 2003 @ 3pm**

Submit Applications to: Teen Office 100 Dexter Ave. N. Seattle, WA 98109-5199

For an application, contact Dave Gilbertson @ (206) 684-7136
or by E-mail: dave.gilbertson@seattle.gov

SEATTLE PARKS AND RECREATION
TEEN LEADERSHIP BOARD (TLB)
2003 "GIVING BACK" GRANT FUND

PROPOSAL INSTRUCTIONS

INTRODUCTION:

Seattle Parks and Recreation, through the newly formed Teen Leadership Board (TLB), is offering a total of \$30,000 in grant funds to support teen created programs, projects, events or trips. The TLB has named this teen fund the "Giving Back" Grant Fund to indicate their desire that these teen grant proposals help to support local community needs. The grant fund supports "Giving Back" to other teens and your community.

We are encouraging youth groups to develop proposals involving projects, programs, events or trips. A youth group is defined as any group of 3 or more youth, ages 13-19 years old, who are willing to work together to create a proposal, submit a grant application and commit to meeting the requirements of the grant.

Projects should benefit your community and the people of Seattle. The scope of such projects should be designed to not require major permits or contracts to implement. Programs should either serve teens or involve teens in serving others. Events need to be planned, so that the need to provide significant security or arrange for event permits is not required. Trips must also be realistic in terms of distance, time, cost and travel permits. All projects, programs, events or trips, funded by these grants, must be totally **completed by December 31, 2003.**

The following criteria and process has been developed for allocating and awarding these funds.

DUE DATE:

All **proposals must be received** at Seattle Parks and Recreation Headquarters - 100 Dexter Avenue North, Attention: Dave Gilbertson, **no later than Tuesday, January 21, 2003 by 3pm.**

FUND AWARDS AND APPLICATIONS:

Two different grant funding opportunities are offered:

- 1) Proposals up to \$1,000.
- 2) Proposals up to \$5,000.

Note: In order to serve as many youth groups as possible, the focus of this Grant Fund will be on the \$1,000 Grants with an interest to award a majority of the funds to these projects and activities.

ELIGIBILITY:

- Proposals may be submitted by any youth group, in partnership with a Seattle Parks and Recreation program/facility, such as, a Community Center, Environmental Program Center, Teen Life Center, Performing Arts Center, Pool, Seattle Aquarium Aquatics Rowing and Sailing Center or Woodland Park Zoo.
- A Seattle Parks and Recreation staff member must review and sign the proposal prior to submittal. That staff member will be responsible for working with the youth group to implement the grant proposal.

- A limited amount of funds in each award may be spent on program evaluation.
- Proposals must involve teens in creating and implementing the program proposals.
- The proposal needs to show an investment of teen time to implement the proposal.
- Program proposals need to involve youth 13 to 19 years old.
- Proposals should include activities related to one or more of the following Teen Program Areas: (1) sports and fitness; (2) environmental education/stewardship; (3) arts and culture; (4) life skills and job readiness; (5) citizenship and leadership development; and/or (6) social recreation.

Some examples of possible programs are:

Sports & Fitness: weight training, ultimate frisbee, bicycling, basketball, golf, rock climbing, running, double dutch, volleyball, tennis, flag football, swimming, rowing.

Arts & Culture: poetry slams, theatre, mural project, dance classes, music, photography, cooking, cultural festivals, group dance performance, break dance, youth dances, painting

Environmental Ed./Stewardship: outdoor/wilderness trips, rafting, restoration projects (wetlands/forest/trails), stewardship education workshops, recycling, environmental health conference.

Life Skills & Job Readiness: job fairs, resume workshops, dinner interview, fundraising business project, peer mediation workshops, independent living workshops, teen employment/internships, web site development.

Citizenship & Leadership: youth leadership camp, organize community youth conferences, youth leadership exchange trips, neighborhood “town meetings”.

Social Recreation: dances, block parties, cultural exchanges, community dinners, teen café.

PARTNERS:

- All proposals must partner with a Seattle Parks and Recreation facility or program. In addition, the facility teen council and/or adult advisory council can count as a partner.
- Other community centers, teen councils, advisory councils and/or other agencies or business sponsors can count as additional partners.
- Signatures of proposed partners including advisory councils are required on the application form.

CRITERIA AND RATING GUIDE:

The following criteria and rating guide will be used to review each proposal:

Criteria	Rating Guide (Maximum Points Allowable)
Program idea and content – What is being provided?	30
Who and how many will be served by the program?	20
How does the proposal help build developmental assets? (see Developmental Asset Chart)	10
Investment of Teen Time	10
Program budget	10
How will the results of the program be measured?	20
TOTAL	100

The Teen Leadership Board reviewers will consider the geographic distribution of the proposals to be funded. The Board will try to devise a fair distribution of funds across all areas of the city.

PROCESS:

- Grant proposers must completely fill out the attached application form and submit three copies to Dave Gilbertson at 100 Dexter Avenue North, Seattle, Washington 98109; no later than the close of business on Monday, January 13, 2003.
- Representatives of all partners must sign the form.
- The Teen Leadership Board will review all proposals and make their grant funding recommendations to Seattle Parks and Recreation staff.
- Seattle Parks and Recreation staff will review each proposal to determine liability risks and legal requirements.
- Awards will be made no later than *February 24, 2003*, but hopefully earlier!
- Dave Gilbertson will work with Parks and Recreation's Strategic Advisors to transfer funds from the Teen Office budget to the appropriate program unit or advisory council budget. Please Note: the use of the advisory council budget should be limited to personnel costs only.
- The Teen "Giving Back" Grant Funds must be spent during the year 2003.
- If you have questions, contact Dave Gilbertson, at (206) 684-7136, Seattle Parks and Recreation – Recreation Support Division Teen Office.

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APPLICATION FORM

Name of Proposed Program: _____

Name of Teen Group Submitting Proposal: _____

Seattle Parks & Recreation Facility/Program: _____

Name and Signature of Department Staff Reviewing the Proposal:

Name: _____ Signature: _____

Amount of TLB "Giving Back" Funds Requested: \$1,000 Fund_____ \$5,000 Fund_____
(The maximum amount of grant funding is \$5,000)

Program Description:

(Please attach additional sheets if needed)

1) What teen program, project, event or trip will be offered?:

2) Where will the program be conducted?: (Identify locations)

* _____
* _____

3) Ages and number of teens served by the program?:

Age: _____ Number Served: _____

4) When will the program be conducted: Days/Times/How Long?

Days: _____ Times: _____

How Long (one time event, weekly or monthly program)?: _____

5) How will this program "Give Back" to the community?:

6) Volunteer time invested by teens?: # of Teens: _____ # or Hours: _____

7) Will activity fees be charged?: Yes_____ How Much? _____ No_____

8) Are partners involved in the program?: Yes_____ No_____

List the partners and what they will do:

* _____
* _____
* _____
* _____
* _____
* _____

9) List any of the 40 Developmental Assets you expect to enhance through this program.

* _____
* _____
* _____
* _____
* _____

10) What way will you use to determine the results of the program?

List the specific measures you intend to use. For example: attendance; participant surveys and/or written journals; photos and/or video documentation; skill improvement, or new on-going partnership developed.

NOTE: At least some of the measures should relate to the Developmental Assets that you plan to enhance.

11) Program Budget: (\$1,000 Fund proposals cannot request funding personnel costs)

BUDGET CATEGORY	Proposal Request
PERSONNEL: Program Staff Costs (Recommended not to exceed 25% of total project budget) Position Title:	
Hourly Rate: # of Hours:	
<i>Total Personnel Costs</i>	
SUPPLIES: Activity supplies & materials (educational Materials)	
Miscellaneous supplies (postage, copying, etc)	
<i>Total Supplies Costs</i>	
OTHER: Flyers and Posters	
Transportation	
<i>Total Other Costs</i>	
TOTAL OF ALL CATEGORIES	

NOTE: Attach additional pages if necessary.

SIGNATURES:

PROPOSER

Teen Group: _____

Teen Group Representative (Print Name): _____

Address: _____

Date: _____

Signature of Proposer _____

Telephone Number: _____

PARTNERS

1. Organization or Group: _____

Print Name: _____

Address: _____

Date: _____

Signature of Representative: _____

Telephone Number: _____

2. Organization or Group: _____

Print Name: _____

Address: _____

Date: _____

Signature of Representative: _____

Telephone Number: _____

NOTE: These signatures are required for you to receive grant funding!